



City Lights Art Gallery

A Section 501(c)3 Organization
3 E. Army Street, Henderson, NV 89015
P.O. Box 91314, Henderson, NV 89009
702-260-0300

CityLightsArtGallery.org

CITY LIGHTS ART GALLERY GUIDELINES

Members who wish to display and sell their artwork in the Gallery or who are currently in the Gallery must adhere to the following gallery guidelines.

1. **Gallery Fees:** For a detailed explanation of the Gallery fees, see **Gallery Exhibit Fees** page.

Fees are based on a 3-month period. Any prorated fees (if applicable) will be explained in the **Call for Art** notice that will be emailed a few weeks prior to the changeout date. Hosting requirements are the same as for a 3-month period.

2. **Gallery Hosting:** Each exhibitor is required to host the Gallery. Depending on panel size and or gift shop size. You will be scheduled for either one or two 4-hour afternoons per month. This is regardless of whether your artwork is exhibited for 2 months or 3 months. This will keep the gallery open for visitors to see juried shows throughout the year. It is the member's responsibility to find a replacement or someone to switch workdays when there are conflicts during the scheduled period.

New members will be required to attend an orientation meeting to learn what hosting is all about. You will be able to see how a sale works and ask questions. Existing members are always welcome to attend. Hosting is easy and there will be an experienced member working with you to help you with the gallery procedures.

3. **Art intake:** We have an Art and Gift Shop intake for the Gallery near the beginning of each quarter; January, April, July, and October. A **Call for Art** with instructions and information on the dates and exhibit fees will be emailed to you a couple of weeks prior to the changeout. Information, forms, and payment options may also be obtained from the website: www.CityLightsArtGallery.org
4. **Minimum Artwork Requirements:** All work must enhance the quality of the Gallery. Each incoming artwork will be evaluated by the Gallery Committee according to the following minimum requirements. If a piece is disallowed, the artist may replace it with another.
 - a. All artwork must be original, based on the artist's own sketches, photos, etc. No copies of copyrighted work will be allowed (all previously published works are presumed to be copyrighted)
 - b. Reproductions of the artist's original work are acceptable.

- c. No pornography, obscenity, or depictions of human violence will be accepted.
 - d. All 2-D art must have finished sides or be framed.
 - e. Frames must be in good condition without splits, cracks, scratches, etc.
 - f. All art must be wired for hanging in accordance with the Gallery's guidelines. The Gallery is not responsible for re-wiring or reframing artwork. **NO EXCEPTIONS.** See the [How to prepare your art for exhibit](#) page. No saw tooth or other types of hangers other than some type of D-ring.
 - g. Mats must be clean, cleanly cut and with appropriate backing.
 - h. No glass allowed on art larger than 16x20 or 320 square inches.
 - i. Glass or plexiglass must be clean, secure and without scratches.
 - j. Artwork must be properly mounted in frames – no tape permitted.
 - k. Sculpture may be presented with its own pedestal. Space and size are limited and must be pre-approved before intake date.
 - l. Gift items may be evaluated to determine if items meet the standards of the Gallery. Directors will determine what items will be displayed in the Patio Gallery.
5. **Certificates of Authenticity:** must be attached to each piece of art including reproductions. Note cards are excluded. City Lights certificates are available for your use at the Gallery. COA for 3D work may be kept or attached to the artist's record sheet.
6. **Gift Shop:** An artist may display items such as jewelry, tiles, ceramics, bookmarks, cups, etc. in jewelry cases and or glass cubes. See **Gallery fee page. Hosting is required.** The Gift Shop exhibit is always on a 3-month schedule. Members may request an additional 3 months if space is available. Fees apply every 3 months. A new Gift Shop Record form must be filled out each quarter. Artist inventory must be checked by artist each quarter. All items must be displayed properly with tags or stickers that state member number, inventory number and price.
7. **Calculation of Allotted Space:** Measure both the length and width from the outside of the frame. Multiply the length times the width for the size of each framed piece. Example: 10 inches by 10 inches equals 100 square inches. Add the total square inches to determine the number of pieces you may exhibit.
- a. **Full Panel is 1,900 square inches.** Artists may include 15 matted and sleeved pieces (originals or reproductions), 3 tiles, and 25 sleeved note/greeting cards, at no additional fee. **Prints and note cards are an extension of the artist's work on display but must be listed on a Gift Shop Record Sheet.**
 - b. **Half Panel is 950 square inches.** Artists may include 5 matted and sleeved pieces (originals or reproductions), 3 tiles, and 10 note cards, at no additional fee. **Prints and note cards are an extension of the artist's work on display but must be listed on a Gift Shop Record Sheet.**
 - c. **Gift Shop space.** Fee applies to (1) row of jewelry case or (1) row of display cubes.

8. **Artist Record Sheet and Gift Shop Sheet:** The artist shall bring a **Current** Artist Record Form and or a Gift Shop Record Form **for each intake**. These forms are available at the Gallery and on the website. This record will be used to identify each piece with artist number, inventory number and price. Instructions and forms will also be included in our *Call for Art* email. All artists should also maintain a copy of their forms for their records. If your item is not listed, it cannot be sold and will be removed.

9. **Items Exhibited in Gallery:** **No items are allowed to be added after intake date.** No items may be removed (unless sold) nor may prices be changed without the approval of the Gallery Committee.

10. **Replacement of Sold Items:** If you are replacing a sold item, you must fill out a temporary card found in the office. Place it next to the new item. Record the new item on the existing record sheet in the binder. Note that it is a replacement for a sold item.

11. **Commission:** City Lights Art Gallery will retain 20% of each sale from the gallery. Artists will receive a check for the remaining 80% within 30 days of the sale.

12. **The Placement of your artwork:** All art will be displayed at the discretion of the Gallery Director so that it is pleasing to the eye of the viewing public.

13. **End of Exhibit Period:** Any artwork that is to be re-exhibited must be recorded on a new Artist Record Sheet. Any artwork left after **30 days** will become the property of City Lights Art Gallery and will be sold or donated.

The following is a list of committees. We are always looking for help, and if there is something here that would interest you, please contact us. Some may just require one or two hours a month. Any help is appreciated. The following is not limited and does change as we develop new projects. Please ask for a current list with contact information for any committee you may be interested in.

Membership Committee:

Processes new members by entering data and sending out welcome packets
 Runs orientation meetings
 Co-ordinates with the Media Committee to update email list
 Sends out renewal notices
 Assists all members with anything they need help with

Intake for Quarterly and All Gallery Exhibits Committee:

Inspects all art brought in for display
 Helps to make sure all paperwork is filled out by artist
 Helps schedule hosting days
 Assists artists that are picking up artwork
 Calls members who have not picked up artwork
 Inputs all information on Excel

Prints labels
Assists Gift Shop artists with paperwork
Signs up new members and renewals
Collects and processes payments
Assists members with paperwork

Reception Committee:

Sets up room for all receptions
Keeps track of supplies for receptions and general kitchen supplies
Coordinates volunteers whenever needed
Works the sales

Marketing Committee:

Promotes CLAG as an arts organization in promoting the arts
Works with the city and local businesses
Graphic design

Pop Ops & Outside Events Committee:

Coordinates sign-up sheets
Sets up tents and/or tables
Volunteers to help members set up and break down
Contacts members with information on the event
Events are, but not limited to, Farmer's Market, Art Festival of Henderson, and any other events that are held immediately outside the Gallery

Offsite Show Committee:

Sets up and breaks down
Transports grids, tents, tables, etc.
Develops flyers
Collects fees

Media Committee:

Attends receptions and other events to gather pictures and videos for social media
Works on website, newsletter, and any other type of Gallery publication
Gathers information for newsletter
Designs flyers
Graphics

Student Show Committee:

Contacts and emails art teachers through the school district to help promote art in the Gallery
Frames and hangs student artwork
Inputs information for title cards and certificates
Schedules display times with schools and/or teachers
Helps or does kids events in the Gallery

Scholarship Committee:

Communicates with teachers and counselors regarding the process to obtain applications for scholarships
Works with updating website that has information for applications
Helps in the process of reviewing the applications
Contacts recipients and makes arrangements for showing of work
Keeps records and contacts recipients for processing payments to the schools

Cleaning Committee:

Cleans and maintains inside and outside of Gallery